

Officer Programs Applicant Interview Form

Date:

Name of Applicant (Last, First, MI)

DIRECTIONS: This interview form is designed to help the selection panel reach a consensus on the merits of the applicant under consideration. The form is heavily based on the Officer Evaluation Report. While it should be remembered that applicants are not yet Coast Guard Officers, they should have had opportunities to exhibit qualities that show they possess the character and potential necessary to be successful Officers. The scale for each category below is based on performance standards presented on the Officer Evaluation Report. Provide written comments in support of numeric markings for each category. Base these comments on what you observe during the interview or see in the supporting documentation in the applicant's package. Marks in the overall impression block should summarize the panel's recommendation on the applicant's suitability for service as a Coast Guard Officer.

Planning and Preparedness: Ability to determine goals, set priorities and deadlines and develop strategies.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments:

Using Resources: Ability to manage time, materials, information, money and people.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments:

Adaptability: Ability to modify work methods and priorities in response to new information, changing conditions or unexpected obstacles.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments:

Speaking and Listening: Ability to speak effectively and listen to understand.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments:

Looking out for Others: Ability to consider and respond to others *personal* needs and capabilities.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐

Comments:

Directing Others: Ability to influence or direct others in accomplishing tasks or goals. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Comments:				
Teamwork: Ability to manage, lead and participate in teams, encourage cooperation and develop esprit de corps. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Comments:				
Initiative: Ability to originate and act on new ideas and seek responsibility without guidance and supervision. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Comments:				
Responsibility: Ability to act ethically, courageously, and dependably and inspire the same in others. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Comments:				
Professional Presence: Ability to bring credit to the Coast Guard through one's actions, demeanor and appearance. 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Comments:				
Overall Impression: Compare this applicant to others you have interviewed, blocks two through seven constitute a recommendation for selection. <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> Unsatisfactory Qualified One of many competent applicants for this program Exceptional Distinguished </div> <div style="display: flex; justify-content: space-between;"> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> </div>				

Names of Panel Members	Rank	Command/Unit	Signature	Interviews Conducted

The Interview Panel Report is:

- The most useful tool available to the selection panel.
- The only documentation of the applicant's personal contact with Coast Guard officers.
- Explained in [☒ Articles 1.B.8. and 9, CG Personnel Manual, COMDTINST M1000.6, \(series\)](#)
- Valid for two years.

Interview Board Composition.

- Composed of three Coast Guard officers. (A two-member board is authorized if there is an absolute lack of three available Coast Guard officers.)
- Members must have at least 12 months' commissioned service. Senior member must be Lieutenant Commander or higher.
- Members must be of equal or greater rank than the highest rank for which the applicant qualifies.
- If the applicant is a Chief Warrant Officer, all members must be Lieutenant Commander or higher.
- At least one regular Coast Guard officer.
- Members must not have personal or professional knowledge of the applicant.
- Members must not be in the applicant's chain of command; conduct the Interview at another command if necessary to avoid bias.
- As far as practical, the interview board should represent the applicant's gender, ethnicity, commissioning source, specialty and commission type (e.g., reserve, temporary).

After the Interview.

- The interview board will complete one Officer Programs Applicant Assessment Form (CG-5527) for each applicant.
- Each member of the interview board has an equal vote, regardless of rank.
- When completed, the final write-up should reflect a consensus of the board as a whole, not the opinion of the senior member.
- The form must be filled out completely and legibly.
- Like an OER, each section must have comments that support the numerical marks.
- The completed board report shall be submitted to the recruiter or Educational Services Officer.
- Applicants must not be shown their completed interview.

Overall Impression.

- A mark of one indicates that the Interview Panel does not recommend the applicant for selection.
- Marks of two or above constitute a recommendation and are meant to offer the panels a consistent method to stratify their recommendations. Like an OER, this recommendation should be supported by the numerical marks and comments on the rest of the form.

Disqualification.

- CGRC will disqualify applicants not recommended by an interview board.
- An applicant with an unsuccessful interview shall not be re-interviewed by the same interview board, or for the same selection panel.
- The application package shall be returned to the recruiting office or ESO and CGRC will notify the applicant by letter of the disqualification.